Complementary Features (*continued*)

Merge Codes

Console (input from keyboard)	^C
Date	^D
End of record	^E
Field number	^Fn^
Goto (execute) macro	^G*macroname*^G
Insert merge codes	^V
Next record	^N
Output message to the screen	^O*message*^O
Primary file	^P*filename*^P
Quit the merge	^Q
Return (end of field)	^R
Secondary file	^S*filename*^S
Type (print) to printer	^T
Update the screen	^U

Macros

To define
1. CTRL + F10
2. Enter macro name
3. Type keystrokes exactly
4. CTRL + F10

To execute when named with ALT
1. Position cursor
2. ALT + letter of alphabet

To execute when not named with ALT
1. Position cursor
2. ALT + F10
3. *Macro name* ENTER

Function Key Names

BLOCK	ALT + F4
BOLD	F6
CANCEL	F1
CENTER	SHIFT + F6
DATE	SHIFT + F5
EXIT	F7
FLUSH RIGHT	ALT + F6
FOOTNOTE	CTRL + F7
HELP	F3
→INDENT	F4
→INDENT←	SHIFT + F4
LINE FORMAT	SHIFT + F8
LIST FILES	F5
MACRO	ALT + F10
MACRO DEF	CTRL + F10
MARK TEXT	ALT + F5
MATH/COLUMNS	ALT + F7
MERGE CODES	ALT + F9
MERGE R	F9
MERGE E	SHIFT + F9
MERGE/SORT	CTRL + F9
MOVE	CTRL + F4
PAGE FORMAT	ALT + F8
PRINT	SHIFT + F7
PRINT FORMAT	CTRL + F8
REPLACE	ALT + F2
RETRIEVE	SHIFT + F10
REVEAL CODES	ALT + F3
SAVE	F10
SCREEN	CTRL + F3
→SEARCH	F2
←SEARCH	SHIFT + F2

Function Key Names

SHELL	CTRL + F1
SPELL	CTRL + F2
SUPER/SUBSCRIPT	SHIFT + F1
SWITCH	SHIFT + F3
TAB ALIGN	CTRL + F6
TEXT IN/OUT	CTRL + F5
THESAURUS	ALT + F1
UNDERLINE	F8

WordPerfect Basics (*continued*)

Printing

Cancel current print job
1. SHIFT + F7, 4
2. C, G

Save

1. F10
2. Enter filename
3. Y/N (if resaving)

Retrieve

Directly
1. Clear screen
2. SHIFT + F10
3. Enter filename

From list files
1. Clear screen
2. F5, Enter directory

Retrieve

3. Highlight file
4. 1

Exit WordPerfect
1. F7
2. Y/N to save file
3. Y

Complementary Features

Columns

1. Position cursor
2. ALT + F7, 4
3. Define columns
4. 3 to turn on Column mode
5. Type text
6. ALT + F7, 3 to turn off Column mode

Cursor Control Across Columns

Previous column	CTRL + HOME, LEFT ARROW
Next column	CTRL + HOME, RIGHT ARROW
Column at left margin	CTRL + HOME, HOME, LEFT ARROW
Column at right margin	CTRL + HOME, HOME, RIGHT ARROW

Math

1. Position cursor
2. ALT + F7, 2
3. Define math columns, F7
4. 1 to turn on Math mode
5. Type text aligned on tab stops
6. ALT + F7, 2 to calculate
7. ALT + F7, 1 to turn off Math mode

Math Operators Down Columns

Subtotal	+
Total	=
Grand total	•
Known value to subtotal	t
Known value to total	T
Treat calculation as negative	N

Footnotes

1. Position cursor
2. CTRL + F7, 1
3. Type footnote text
4. F7

Merge

1. Type secondary file (end fields with F9, end records with SHIFT + F9)
2. Save secondary file
3. Clear screen
4. Type text of primary file (insert ^Fn^ and other merge codes with ALT + F9)
5. Save primary file
6. Clear screen
7. CTRL + F9, 1
8. Enter name of primary file
9. Enter name of secondary file

Word Perfect Basics

Cursor Control

Character left*	LEFT ARROW
Character right*	RIGHT ARROW
Line up*	UP ARROW
Line down	DOWN ARROW
Word left*	CTRL + LEFT ARROW
Word right*	CTRL + RIGHT ARROW
Beginning of line before codes	HOME, HOME, HOME, LEFT ARROW
End of line	HOME, HOME, RIGHT ARROW
Screen left	HOME, LEFT ARROW
Screen right	HOME, RIGHT ARROW
Screen up*	— (numeric keypad)
Screen down*	+ (numeric keypad)
Top of current page	CTRL + HOME, UP ARROW
Bottom of current page	CTRL + HOME, DOWN ARROW
Top of page number	CTRL + HOME, *pagenumber*
Top of previous page*	PGUP
Top of next page*	PGDN
Beginning of document	HOME, HOME, UP ARROW
End of document	HOME, HOME, DOWN ARROW

Block

1. Cursor on first character
2. ALT + F4
3. Cursor on last character

Delete

Character left of cursor	BACKSPACE

Delete

Character at cursor*	DEL
Word at cursor*	CTRL + BACKSPACE
Characters right of cursor to end of line	DELETE EOL (CTRL + END)
Characters right of cursor to end of page	DELETE EOP (CTRL + PGDN)
Block	ALT + F4, DEL, Y
Document from screen	F7, N, N
Undelete	F1

* Denotes those keys that can be used with the repetition counter (ESC)

Forward Search

1. Position cursor, F2
2. Type search string, F2

Replace

1. Position cursor
2. ALT + F2
3. Y/N for confirmation
4. Type search string, F2
5. Type replace string, F2

Move

1. Block text
2. CTRL + F4, 1
3. Position cursor
4. CTRL + F4, 5

Center

1. Cursor at left margin
2. SHIFT + F6

Underline (or Bold)

While typing
1. F8 (or F6)
2. Type text
3. F8 (or F6)

Existing text
1. Block text
2. F8 (or F6)

Reset Margins

1. Position cursor
2. SHIFT + F8, 3
3. Enter left/right margins

Reset Tabs

1. Position cursor
2. SHIFT + F8, 1
3. Clear tab(s)
4. Set tab(s), F7

Printing

From screen
1. Position cursor
2. SHIFT + F7
3. 1 for full text, 2 for page

Block from screen
1. Block text
2. SHIFT + F7, Y

From disk
1. SHIFT + F7, 4, P
2. Enter document name
3. Enter range of pages

From list files (disk)
1. F5
2. Enter directory
2. Highlight file
3. 4